



Centralized Accounting and Payroll/Personnel System

2022 Calendar Year-End (CYE) Processing

Oct. 25, 2022

W-2 Processing Forms

Employees are encouraged to consent, view forms online and validate their home address.

From the ESS landing page, My Pay tile:

- Employees select **W-2/W-2C Consent** to receive their forms electronically.
- Employees select **View W-2/W-2C** to view the forms online.

From the ESS landing page, My Profile tile:

- Employees select **Home Address** to verify/update their home address.

Agencies can view and print their employees' W-2 Forms.

Navigation: Payroll for North America, U.S. Annual Processing, Create W-2 Data, View W-2/W-2c Forms.

W-2 Processing Forms – *Verification*

Company Contact Information

Agency Payroll Processors verify and update contact information:

- This is the contact information that will be provided to the SSA when W-2s are submitted.
- Agencies can verify and make updates by navigating to:
 - > Payroll for North America > U.S. Annual Processing
 - > Define Annual Tax Reporting > W-2 Company Data **AFTER** the 2022 row has been added by the CAPPS Support staff.
- Deadline for agencies to update the contact information is Dec. 16, 2022.

CAPPS will report W-3 totals to SSA on behalf of Central Agencies on or before the deadline of Jan. 31, 2023.

CYE Processing: November/December 2022 Checklist

Task	Responsible Party	Description	Due Date
Calendar Year-End (CYE) Service Request (SR)	<i>CAPPS Production Support</i>	CAPPS Production Support to open a Calendar Year-End Service Request (CYE SR) in the ASP Solution Center for each agency.	11/06/2022
Error Listing Report (TAX900)	<i>Joint</i>	CAPPS Production Support to provide report to agency via the CYE SR, <u>only</u> if applicable. Agency to review and reconcile any amounts that are out of balance.	11/06/2022
Load SECC File	<i>CAPPS Production Support</i>	CAPPS Production Support team to load the SECC file the week of 11/28/2022.	12/02/2022
Benefit Replacement Pay (BRP) Open Election Period	<i>Agency</i>	Open election period for eligible employees to select the BRP leveling or non-leveling option for calendar year 2023.	12/02/2022 5 pm

CYE Processing: November/December 2022 Checklist...continued

Task	Responsible Party	Description	Due Date
Agency Contact Information Verification for W-2/ACA	<i>Agency</i>	Agency to validate W-2 Information and RE Record Values via the W-2 Company Data page (<i>Navigation: Navigator, Payroll for North America, U.S. Annual Processing, Define Annual Tax Reporting, W-2 Company Data</i>). Agency to validate ACA Information via the ACA Contact Information page: Payroll for North America > U.S. Annual Processing >ACA Annual Processing >Manage Agency Contact Info.	12/16/2022
W-2 Online Consent	<i>Agency</i>	Employees can provide consent to receive online electronic W-2s in lieu of a paper form. (<i>Navigation: Employee Self Service, My Pay, W-2/W-2c Consent</i>).	12/31/2022
1095-C Online Consent	<i>Agency</i>	Employees can provide consent to receive online electronic 1095-Cs in lieu of a paper form. (<i>Navigation: Employee Self Service, My Pay, Form 1095-C consent</i>).	12/31/2022
Employee Address Verification	<i>Agency</i>	Communicate to employees the need to ensure their mailing address is up-to-date in CAPPS (<i>Navigation: Employee Self Service, My Profile, Edit Mailing Address</i>).	12/31/2022

CYE Processing: November/December 2022 Checklist...continued

Task	Responsible Party	Description	Due Date
Prior Year Return Monies	<i>Agency</i>	Payroll officers to confirm whether 2022 Return Monies still need to be processed.	Agency-Specific
Special Pay Calendar	<i>CAPPS Production Support</i>	If prior year return monies are identified and need to be processed after the December On-Cycle has run, create a special pay calendar.	Agency-Specific
December On Cycle Payroll	<i>Agency</i>	Please hold on processing the December On Cycle payroll until 2023 Tax Withholding rates and the SECC file are loaded, and errors addressed. Formal email notification will be sent to Agency Level 1 staff when tax updates are completed.	TBD

CYE Processing: January 2023 Checklist

Task	Responsible Party	Description	Due Date
Identify Deceased Employees	<i>Joint</i>	CAPPS Production Support to provide a report of Deceased Employees in the CYE SR if applicable. Agency to review and confirm the list and issue 1099s, where appropriate. CAPPS Production Support to remove the W-2/1095C consent from ESS.	01/03/2023
Run Quarterly 941 Report	<i>Agency</i>	Validate CAPPS fourth quarter 941 reports.	01/03/2023
Run Preliminary W-2s	<i>CAPPS Production Support</i>	CAPPS Production Support to provide preliminary W-2 totals to the agency via the CYE SR.	01/06/2023
YE Data Audit Report (TAX910AU)	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report to the agency via the CYE SR.	01/06/2023
W-2 Approval	<i>Agency</i>	Submit the CAPPS Calendar Year End Authorization form via the CYE SR in ASP to request printing of W-2s.	1/13/2023

CYE Processing: January 2023 Checklist...continued

Task	Responsible Party	Description	Due Date
Make FINAL W-2 forms available in CAPPS (ESS) and send email notification, if applicable	<i>CAPPS Production Support</i>	CAPPS Production Support to run and make available final W-2s, and send email notification if requested.	01/13/2023
Pick-up W-2 and 1095-C forms.	<i>Agency</i>	Determine who will pick-up the W-2 and 1095-C Forms. Any exception to the regular warrant pickup process must be communicated to CAPPS Production Support in advance. W-2 and 1095-C Forms will be available via the warrant pickup window in the LBJ State Office Building located at 111 East 17 th Street, Austin, Texas.	01/20/2023
Run TAX915-W3/W-3SS Transmittal Totals	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report of totals transmitted to SSA on agency's behalf.	01/31/2023
E-file 1095 transmittal	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report of totals transmitted to IRS on agency's behalf.	03/31/2023

Affordable Care Act (Form 1095-C)

Employees are encouraged to consent online to electronically receive 1095-C forms.

From the ESS landing page, My Pay tile:

- Employees select **Form 1095-C consent** to receive forms electronically.
- Employees select **View Form 1095-C** to view the form online.

Agencies can view and print their employees' W-2 Forms.

Navigation: Payroll for North America, U.S. Annual Processing, ACA Annual Processing, View Form 1095C.

Affordable Care Act (Form 1095-C)...continued

Agency to validate the ACA Contact Information page:

- This is the contact information that will be provided to the IRS when 1095-Cs are submitted.

Navigation: Payroll for North America, U.S. Annual Processing, ACA Annual Processing, Manage Agency Contact Info.

- Deadline for agencies to update the contact information is Dec. 16, 2022.

The Comptroller's office will report 1095C totals to IRS on behalf of Central agencies on or before the deadline of March 31, 2023.

Thank You!

Presented by CAPPs Production Support

For questions or suggestions on future User Group topics, contact CAPPs.CGC.ba@cpa.texas.gov